

found that the Office of Property Management's (OPM) Protective Services Division is responsible for monitoring security services under this contract. Because the security guards are hired through OCP and monitored by OPM, YSA management exercises no direct supervision. According to YSA management, neither OCP nor OPM adequately monitor the performance of the security guards, and the current contract does not permit YSA management to take disciplinary action against guards who violate security policies and procedures, even when an infraction is fully documented.

The team found that the contracted security guards are responsible for:

- preventing the entrance of contraband<sup>1</sup> into the detention facility through the use of effective package searches, metal detector screenings, and frisks or pat searches; and
- controlling the perimeter of the facility by preventing unauthorized persons and/or vehicles from entering the facility by obtaining proper identification and registering all non-YSA employees and vehicles.

#### Observations:

1. Security guards do not thoroughly search bags, packages, containers, and other personal items of employees and visitors entering the secure detention facility. Consequently, searches of the residential areas frequently reveal contraband such as marijuana, lighters, cigarettes, and videotapes.

YSA management has posted a sign at the gatehouse of the secured detention facility advising visitors and employees that all packages are subject to search. A list of contraband items not permitted in the facility is also posted at the entrance (Attachment A).

The team found, however, that the security guards are performing only cursory searches of items such as bags, briefcases, and purses brought into the facility by staff and visitors. On numerous occasions, the security guards failed to open and search these containers, and contraband items such as cell phones, non-prescription drugs, pornographic materials, and items that could be used as weapons, were allowed through the security checkpoint. YSA employees stated that knives and ice picks have been carried through the checkpoint. In addition, drugs such as marijuana and PCP are entering the facility due to the lack of proper searches, resulting in a large number of residents testing positive for illegal substances during random drug testing.

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<sup>1</sup> YSA defines contraband as articles prohibited under law applicable to the general public that are readily capable of being used to cause death or serious physical injury, such as firearms, cartridges, knives, explosives, or illegal drugs. These items are prohibited by the rules and regulations of the facility and, when possessed by a resident without authorization, are considered contraband and are seized.

2. The metal detector at the gatehouse is not always used.

The American Correctional Association (ACA), Standards for Juvenile Correction Facilities recommends the use of metal detectors at entrance gates. YSA uses a walk-through metal detector similar to those found at airports, and employees and visitors are required to walk through the metal detector prior to entering the secure facility.

The team observed on numerous occasions, however, that the security guards failed to activate the metal detector, as visitors walked through unchecked. Also, visitors and employees are not required to take bags, purses, briefcases or packages through the metal detector. As a result, those with guns, knives or metal objects that could be used as weapons can gain access to the facility undetected.

3. Security guards are not using effective frisk or pat search procedures on employees and visitors.

All visitors are advised that they will be subject to a frisk or pat search of their clothing prior to entering the facility. The Deputy Administrator stated that all employees are also subject to a frisk or pat search. YSA provided the team with general guidelines for conducting a frisk or pat search (Attachment B).

The team found that security guards only conduct cursory searches by lightly running their hands over the shoulders, arms, sides of the body, and the sides of legs of those who enter the facility. Security guards also do not require visitors or employees to empty their pockets when items that might be questionable are detected. The team observed numerous occasions when no frisk or pat down of any visitor or employee was conducted.

Security guards stated that they do not have a correctional facility background, have not been provided written guidelines for conducting frisk or pat searches, and have not been trained by either the security company or YSA. Several security guards stated that former employees provided only verbal instructions on the frisk and pat search procedures.

4. Control of pedestrians and vehicles entering the front gate is inadequate and sometimes negligent.

ACA standards recommend that pedestrians and vehicles enter and leave a secure facility at designated points on the perimeter. Those designated points should be controlled by appropriate means to prevent access without proper authorization.

YSA maintains one security guard at the entrance of Oak Hill to monitor all vehicles and pedestrians entering the facility. This employee is required to manually open and close the security gates, register the vehicle license plates of all non-YSA and non-government employees, and obtain positive identification of all non-YSA employees. The inspection team found that on numerous occasions there was no security guard present at this entrance, and the security gates had been left open and unattended because the guard left to use a restroom located across the

street from the entrance. (Restroom facilities inside the front gate security trailer have been out of service since 2001.) On other occasions, the team observed the security guard sitting in the guard trailer, using the telephone, and allowing vehicles to enter and exit the open security gate at will.

YSA's Internal Operations Manager indicated that he has requested that the security company provide additional staffing for the front gate, but the contracting company denied this request, apparently because OCP has not provided funding for additional staffing at this post.

5. Contract security guards are working without completed criminal record checks.

ACA standards recommend that a criminal record check be conducted on all new employees, prior to hire, in accordance with state and federal statutes to ensure that facility administrators know of any criminal conviction that could directly affect an employee's job performance. YSA similarly requires that all employees with access to the Oak Hill secure detention center and who have regular contact with detained residents, undergo a criminal record check and be cleared prior to being hired.

However, the team found that YSA security guards are permitted to work for 90 days prior to obtaining clearance from their contracting company. When hired by the company, they receive temporary work identification cards, report to their post at YSA, and are told to return in 90 days to obtain the results of criminal record checks. If a criminal record check comes back after 90 days noting convictions, the security guard is no longer permitted to work at YSA. The Human Resources Manager stated that because the security guards are not YSA employees, she is not authorized to conduct criminal record checks independently of those obtained by the contractor.

**Recommendations:**

The breaches in physical security and the employment of persons with possible criminal records as security guards places the safety of YSA employees, detained youth, and visitors at risk. These security breaches further allow contraband such as illegal drugs and weapons to enter the facility undetected. Accordingly, we recommend that the YSA administrator immediately take the following measures:

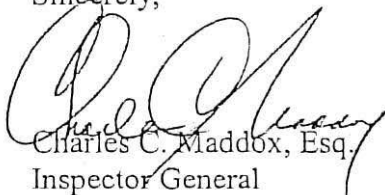
1. Coordinate with OCP and OPM to provide adequate policies, procedures, and training for security guards to ensure that proper searches of all bags and packages of visitors and employees entering the secure detention facility are conducted.
2. Coordinate with OCP and OPM to provide adequate policies, procedures, and training for security guards to ensure that effective frisk and pat search procedures for visitors and employees entering the secure detention facility are conducted.
3. Ensure that the gatehouse metal detector is operating and in use at all times.

4. Work with OCP and OPM to ensure that at least two security guards are present at the perimeter entrance gate and that all entrance security policies and procedures are adhered to.
5. Take immediate action to have the front gate restroom facilities repaired so that guards will not have reason to leave the post unsecured.
6. Work with OCP and OPM to ensure that security guards have received a criminal records clearance prior to assignment at YSA.
7. Work with OCP and OPM to ensure proper monitoring and performance evaluation of security guards assigned to YSA security posts.

Please provide your comments to this MAR by October 23, 2003. Your response should include actions taken or planned, dates for completion of planned actions, and reasons for any disagreement with the concerns and recommendations presented. Please distribute this Management Alert Report only to those personnel who will be directly involved in preparing your response.

Should you have any questions or desire a conference prior to preparing your response, please contact Alvin Wright, Jr., Assistant IG for Inspections and Evaluations, at 202-727-9249.

Sincerely,



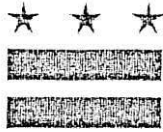
Charles C. Maddox, Esq.  
Inspector General

CCM/AW/lp

cc: Mr. Robert C. Bobb, City Administrator  
Ms. Carolyn Graham, Deputy Mayor for Children, Youth, Families and Elders

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES

Youth Services Administration  
Oak Hill Youth Center



MEMORANDUM

TO: All Oak Hill Staff

FROM: Nathaniel D. Williams Jr. *N.D.W.*  
Assistant Superintendent, Operations

DATE: 8.7.02

SUBJECT: Contraband Items

For the safety of all staff at Oak Hill Youth Center the below listed items will be considered as "CONTRABAND". Any staff or individuals entering the institution will not be permitted to bring these items into Oak Hill Youth Center.

CONTRABAND ITEMS

1. Non-Prescription Drugs
2. Tear Gas (Pens, Canisters, Guns)
3. Knives (of any kind)
4. Black Jacks, Slap Sticks
5. Brass Knuckles
6. Firearms (of any kind)
7. Explosive Materials or Devices
8. Razor Blades
9. Disposable Razors
10. Alcoholic Beverages
11. Personal Handcuffs, Leg Irons, Keys
12. No glass objects
13. Metal Eating Utensils (forks, spoons, knives)
14. Can Openers (metal type)
15. Sexually Suggestive Materials (magazines, drawings, sketches, etc)
16. Videos (VHS, DVD, BETA, etc.)\*
17. Cameras of any kind \*
18. Cellular Phones \*
19. Aerosol Cans (hair spray, paint deodorant)
20. Hazardous substances (gasoline, lye, poisons, cleaning fluids, acids)\*
21. Tobacco products (cigarettes, chewing tobacco, etc)
22. Cigarette lighters and matches
23. Currency (residents only)

24. Pagers (residents and visitors only)
25. Radios (all types; residents only)\*
26. Jewelry (rings, watches, chains, bracelets, necklaces, etc; residents only)
27. Sunglasses (residents only)\*\*
28. Baseball Caps (residents only)\*
29. Koofi Caps (resident only) \*
30. Open Beverage Containers
31. Magic Markers, Paints, Art Supplies, Pens, Pencils (residents only)\*\*\*
32. Nail Polish (residents only)
33. Personal Clothing (residents only)\*

\* - Unless written authorization given by the Superintendent

\*\* - Unless for medical reasons (must be verified by Medical)

\*\*\* - These items may be used by residents while under adult supervision but must be collected by the adult upon completion of use.

Possession of any of the aforementioned listed items by any resident constitutes a violation of Youth Services Administration policies.

Any staff member (YSA, DCPS, Mental Health, Medical, etc) observing any resident in possession of **CONTRABAND** is to confiscate it immediately and arrange for its secured storage. In addition, an Incident Report will be prepared and submitted to the Supervisory Correctional Officer of the Day (OD) so that appropriate disciplinary action can be taken.

**CONTRABAND** is any item, article or thing that is not issued from the facility, or not specifically authorized for use by resident or staff by the Superintendent.

This **CONTRABAND LIST** will be posted in all housing units and discussed with staff and residents quarterly.

YOUTH SERVICES ADMINISTRATION  
CENTRAL ADMINISTRATION BUILDING  
OFFICE OF SECURITY AND INVESTIGATIONS  
8300 RIVERTON COURT  
LAUREL, MARYLAND 20707

February 18, 1997

SUBJECT: POST ORDER > VISITATION

REFERENCE: Oak Hill Youth Center Gatehouse

The purpose of this order is to clearly define the established procedures to be followed by all Youth Services Administration personnel who are charged with the responsibility of conducting searches of individuals entering the facility for weekend visitation with residents.

All visitors will be subjected to a Frisk or Pat search of their clothing prior to entry into the facility.

Frisk or Pat Search: A frisk or pat search involves a physical search by staff of a fully clothed person. In addition a hand held body frisker or the stationary metal detector can also be utilized to conduct search of an individual's clothing prior to the staff running his or her hands over the clothing of the visitor to detect contraband items.

The general guidelines for conducting a frisk or pat search are:

- Inform the visitor that he or she is to be searched

- Have the visitor empty everything out of his or her pockets and remove any coats, hats, or other outer clothing items.

- To begin the actual search, have the visitor face the staff and spread the arms horizontally to the side and spread the legs about a foot apart.

- With the visitor's arms and feet spread, start at the visitor's head and neck and move your hands across the shoulders and down the arms, thoroughly passing over every part of the arms, including into the armpits.

- Moving back to the torso, pass the hands over the back, the entire chest (male only) and the abdominal area. Waist, waistband and belt as well as collars, cuffs, seams and lining of all clothes are to be carefully searched.

- Next, move down the outside and inside of each leg, including the crotch area

- Inspect shoes, inner linings, soles, heels and have visitor remove socks and check, make a visual inspection of the feet (poise each foot and wiggle the toes).